



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
DIVISION OF ACCOUNTING  
540 SOUTH DUPONT HIGHWAY  
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3  
DOVER, DELAWARE 19901

**MEMORANDUM**

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#02-2

**TO:** All Department and School Fiscal Officers  
**FROM:** Clifford B. Edwards, Director  
**DATE:** July 9, 2001  
**SUBJECT:** FISCAL 2002 START-UP

A large, stylized handwritten signature in black ink, likely belonging to Clifford B. Edwards.

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Your beginning FY 2002 Daily Validity Balance Report, Statement of Available Funds, Schedule of Encumbrances, and Transactions Processed that reflect your FY 02 beginning balances and activity are enclosed. These reports show HB 350 (the FY 02 Budget Act) and all your carry forward appropriation accounts. If you have questions concerning your appropriation numbers, contact your assigned analyst in the Budget Office. Questions concerning the amounts in your appropriations should be directed to your Division of Accounting State Accountant.

Under separate mailings you will find your regular June monthly and FY 01 year-end reports. All documents submitted have been processed unless you were advised otherwise.

Please reconcile the June reports immediately with your records and call the accountants in the Division of Accounting if you note any discrepancies. Based on your June reports, please submit to me no later than July 20, 2001 your Report of Reconciliation for Fiscal Year 2001, noting all differences. (This form is attached to Accounting Memorandum #01-10.) Since the files have been updated, the computer reports are final. Any reconciliation adjustments required will be handled manually or in FY 2002 as appropriate.

CBE:bb  
Enclosures